

~~CONFIDENTIAL~~

6 AUG 1963

MEMORANDUM FOR: Office of Personnel

THROUGH: Comptroller

SUBJECT: Advance Sick Leave - [REDACTED]

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1. It is requested that 27 hours of sick leave be advanced Mr. [REDACTED] for the period from 5 June through 21 June 1963.

2. Attached is a memorandum from Mr. [REDACTED] supervisor, a copy of Form No. 543, Request for Report on Sick Leave, and a copy of the doctor's certification. Standard Form No. 71, Application for Leave, has been submitted to Fiscal Division, Payroll Branch.

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[REDACTED]  
Acting Chief, Finance Division

Attachment

CONCUR:

\_\_\_\_\_  
Comptroller

\_\_\_\_\_  
Date

APPROVAL:

\_\_\_\_\_  
Office of Personnel

\_\_\_\_\_  
Date

Distribution:

- Orig & 3 - Addressee w/att
- 1 - Compt
- 1 - Medical Staff
- 2 - Finance Division

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Compt/Finance

Approved [REDACTED] dbt (7/31)

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